

ESSENTIAL FUNCTIONS DUTY STATEMENT

ADM-002

Classification Title: Attorney	Branch/Division/Bureau: Legal Division
Working Title: Attorney	Office/Unit/Section/Geographic Location: 2101 Arena Blvd. Sacramento, CA 95834
Position Number (13 Digit) / CBID: 411-160-5778-001	Conflict of Interest Position: <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES
RPA #/CBID: 25064 / R02	WORK SCHEDULE: Monday – Friday, 8:00 a.m. – 5:00 p.m.
Employee Name:	Effective Date:

CORE VALUES/MISSION: The California Privacy Rights Act of 2020 (CPRA) charges the California Privacy Protection Agency (CPPA) with protecting Californians' privacy rights by implementing and enforcing the California Consumer Privacy Rights Act of 2018. The CPPA's responsibilities include: 1) rulemaking in a highly complicated, technical, sometimes contested, and nuanced area; 2) supporting awareness across California's diverse population on issues related to privacy and data security, including the new rights provided to them by the law; and 3) preparing for and conducting administrative enforcement of those rights.

POSITION CONCEPT:

Under the supervision of the Assistant Chief Counsel of the California Privacy Protection Agency, the Attorney performs legal work within the subject matter area of their assigned unit and at the level of expertise which the attorney brings to the assignment.

SPECIAL REQUIREMENTS

This position is designated under the Conflict-of-Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment.

ESSENTIAL FUNCTIONS

35% Assist with preparing legal opinions and recommendations to aid the Agency in fulfilling its mission. Research and assist in providing legal guidance on the CCPA and related privacy issues and informal and formal legal advice on matters related to the Agency's operations, including, but not limited to, the Bagley-Keene Open Meeting Law, the Public Records Act, and applicable conflicts of interests, personnel, and procurement laws and regulations. Provide legal and policy support to Agency programs.

30% Assist with drafting proposed regulations and related documents to comply with the (12/2021)

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Administrative Practices Act, including, but not limited to, express regulatory terms, Notices of Proposed Regulations, Statements of Reasons, and Economic Impact Statements for proper content, legal and factual analysis, tone, organization, format and terminology. Consult with stakeholders and analyze current legal developments, advances in technology, and industry and consumer practices to assist the CPPA Legal team in advising the Executive Director and Board on possible regulations or regulatory impact.

15% Research and analyze legislation relevant to the Agency and Agency legislative proposals for legal impact. Participate in conversations with legislative staff, sponsors of legislation, and stakeholder groups. Analyze sister state and federal legislation as requested by the Assistant Chief Counsel. Analyze legal, economic, regulatory, industry, consumer and social trends in order to recommend legislation; assist in providing analysis to ensure that Agency policies are consistent with all laws and regulations.

15% Assist in reviewing Office of Administrative Hearings decisions, and preparation of memoranda with recommendations. Provide analysis regarding challenges to final decisions in administrative cases against entities that violate the CCPA.

MARGINAL FUNCTIONS

5% Performs other job-related duties as required.

WORK ENVIRONMENT OR PHYSICAL ABILITIES

- Professional office environment.
- Some travel may be required.
- Monday - Friday workweek with work outside of normal business hours, as needed. The position is part of a distributed team that involves teleworking and reporting to the office as needed/required.
- Daily and frequent use of personal computer and variety of office software applications.
- Ability to occupy office workstation for extended periods of time.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety Analyst.)

Employee Signature

Date

Printed Name

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature

Date

Printed Name

ESSENTIAL FUNCTIONS DUTY STATEMENT

ADM-002

Classification Title: Attorney	Branch/Division/Bureau: Legal Division
Working Title: Attorney	Office/Unit/Section/Geographic Location: 300 S. Spring Street, Suite 15513, Los Angeles, CA 90013
Position Number (13 Digit) / CBID: 411-160-5778-001	Conflict of Interest Position: <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES
RPA #/CBID: 25064 / R02	WORK SCHEDULE: Monday – Friday, 8:00 a.m. – 5:00 p.m.
Employee Name:	Effective Date:

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Employee Signature

Date

Printed Name

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(12/2021)

statement to the employee named above.

Supervisor Signature

Date

Printed Name

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Classification Title: Attorney	Branch/Division/Bureau: Legal Division
Working Title: Attorney	Office/Unit/Section/Geographic Location: One Sansome Street, Suite 600, San Francisco, CA 94104
Position Number (13 Digit) / CBID: 411-160-5778-001	Conflict of Interest Position: <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES
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